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Job Corps Accommodation Support Newsletter

## Disability Program Staff Training Requirements

On July 18, 2014 PRH Change Notice 14-02 was released. This directive contained changes to the Disability Program staff training requirements. The new requirements are:

- New staff are now required to complete specific reasonable accommodation training (*Supporting Students with Disabilities in the Job Corps Program*) within 90 days of hire. This training is available through the Staff Instructional Management Online Network (SIMON). This requirement replaces the requirement for center's to provide Disability Program training as part of new staff orientation.
- The reasonable accommodation training must be completed annually.

These changes were implemented to ensure all new staff receive consistent information about Job Corps' obligations to serve student with disabilities and that this information is reinforced on a consistent basis thereafter. The directive requires:

- All current staff complete the Supporting Students with Disabilities in the Job Corps Program training in SIMON by September 30, 2014.
- All staff hired after August 1, 2014 complete the Supporting Students with Disabilities in the Job Corps Program in SIMON as their Disability Program orientation training.

The requirement to provide yearly training on the Disability Program or a disability-related topic was unchanged. Training suggestions are available on the Job Corps Disability Website.

Documentation (e.g., sign in sheets or certificates) for annual all staff Disability Program training, annual reasonable accommodation training, and for new staff Disability Program Orientation Training should be available from the Human Resources Manager during the Regional Office Center Assessment (ROCA).



See PRH Change Notice 14-02 or the Job Corps Disability Website for more information on the Disability Program staff training requirements.

# Applicant File Review: Center Self-Assessment

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Whether your center has undergone a ROCA in the last year or you have one pending, do you know what your current applicant file review (AFR) process score would be if you were to be assessed today? AFR is one of the most critically important processes that a center must manage. Let's talk briefly about what we already know.

1. Student enrollment hinges on the center's ability to bring in applicants in adequate enough volumes and efficiently enough to keep the center full.
2. Ensuring that the clinical team has the ability to review files and make appropriate decisions based upon PRH policy allowances is critical to the overall health and safety of the program, including the ability to maintain a safe and secure living and training environment for current students and staff. Equally important is the ability to appropriately evaluate for health care needs to determine whether or not the individual's health care needs exceed those of basic care as defined in Exhibit 6-4 of the PRH.



Given this, it is critically important that the AFR process is recognized as a legally driven one. Each individual's application should be processed in the same way and that unfair or discriminatory practices have no place in the decision making process.

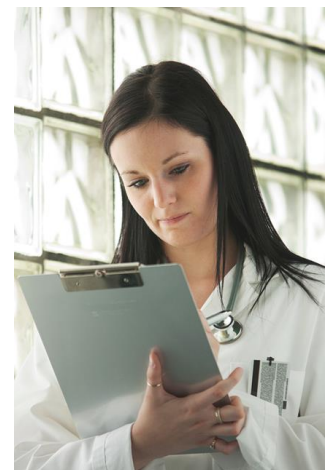
***Step 1: Prepare for the Assessment. Assemble the following documents, which form the basis for the review:***

- The completed set of AFR Pre-ROCA questions. You can request the questions from your Regional Disability Coordinator or obtain them on the Job Corps Disability website
- Last ROCA assessment
- AFR SOP
- Applicant File Tracking Log

***Step 2: Conduct the Assessment (remember, this is just for you so that you can improve your processes).***

- Is the HWM coordinating the AFR process? If not, who is? Contact your regional disability coordinator to review your process.
- Does the AFR SOP reflect PRH policy requirements? If not, pull sample SOP from the Job Corps Disability website and edit.
  - Does the center's practice match the SOP?
  - Has staff been trained on the SOP and the AFR process?
- Who determines the composition of the AFR team? Does it match what the PRH requires in Section 1.4?
- Who is on this team and why is each person on the team?

What do we do with an applicant file when we have significant behavioral concerns?



# Applicant File Review: Center Self-Assessment (cont'd)

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- Has our center submitted any files to the Regional Office with a recommendation of denial in the last 12 months?
- Have we returned files to Outreach and Admissions (OA)?
  - Do we know exactly why we returned a file each and every time?
  - List the reasons that we send files back to OA – all of them.
  - If we request more medical documentation but we do not receive it, what do we do next?
- Are we processing files in the 30 day timeframe?
  - If not, why not? Is it a legitimate reason?
  - Are we requesting an extension of time from our DOL Regional Program Manager, when needed? Are we documenting the extension request?



## ***Step 3: Review the Results.***

Review your Pre-ROCA questions responses and the answers to the questions above.

**TIP:** If you have the ones you answered for a previous ROCA, gather those with your other documents, but DON'T read them yet. Evaluate your process and then compare the current evaluation to your previous responses and your last ROCA report. Hopefully, you will be able to see the improvements you have made!

## ***Step 4: Determine Next Steps.***

Use your findings to correct or modify any parts of your process that are out of compliance with PRH policy. Your Regional Disability Coordinator is available to assist you in evaluating your results informally and offering you guidance for making improvements.



# Spotlight on Assistive Technology: Reading Resources

For decades teachers in schools working with limited budgets have created and implemented “do it yourself” (DIY) resources as effective solutions for their students. Below are two examples of no/low-cost DIY assistive technology resources that Job Corps center staff can create to support low-level readers.

## ***Building a Digital Library***

Students/staff can video tape the career technical trade instructor or a student demonstrating a specific skill and use this recording to start a digital library. This is inexpensive to do and has HUGE payoffs. The student gets to see the skill presented by his/her own instructor or another student rather than from an outside source. The student can replay it over and over again, and if the center has a video camera, the file can be saved in a variety of accessible formats. This makes duplication of the content easy and allows the student to create his/her own digital library.






Use technology available at your fingertips!

This practice can lead to video modeling as an instructional strategy, where the student is videotaped demonstrating what he/she has learned. Initially, the student critiques the video version with the instructor; eventually, the student performs a self-evaluation that is reviewed and evaluated by the instructor. Marry this DIY idea with a free Bookshare ([www.Bookshare.org](http://www.Bookshare.org)) account to digitize written materials, and you can have your own no-cost digital library!

## ***Providing Pictorial Directions***

Low-level readers will likely benefit from the use of visual aids and graphics to assist in their understanding of the written word. How could a visually supported task or process list type accommodation be applied to and implemented in the various areas of the center? First, list the steps needed for completing a specific task or TAR item and, then, for each step, provide a visual content clue. Below are examples of how pictorial directions can be implemented in the dorm and culinary arts.

Cleaning the Toilets		
Step 1	Go to the storage supply cabinet	
Step 2	Get cleaning supplies.	

Baking Muffins		
Step 1	Pre-heat oven	
Step 2	Get baking supplies	

## ***Tips for Pictorial Directions***

- Use images of actual supplies or materials instead of clipart.
- When working in messy environments such as culinary arts, print pictures of every step of the process, and using contact paper, temporarily laminate the visual instructions to the table or work station. The contact paper peels up afterwards without damaging the table and spills wipe off easily preserving the contact paper for another time.

# Disability Resources

**Reminder! October is National Disability Employment Awareness Month (NDEAM).**

- The NDEAM webpage has information and resources:  
<http://www.dol.gov/opa/media/press/odep/ODEP20140713.htm>
- The NDEAM theme is **“Expect. Employ. Empower”**
- The Job Corps Disability website has ideas for events and examples of past Job Corps specific NDEAM activities.
- Let your Regional Disability Coordinator know if your center participates in any NDEAM activities. This information will be featured in the next newsletter.
- Save any materials or information on your center’s NDEAM participation. Provide this information to the Disability Program assessor during your next ROCA.



Upcoming Job Corps Disability Webinars		
Webinar	Date	Time (EST)
Reasonable Accommodation Process Webinar	September 24, 2014 September 25, 2014	11am 4 pm
Bookshare Webinar	September 30, 2014 October 2, 2014	11am 4 pm

Regional Disability Coordinators by Region			
Welcome to Jasmin Merritt and Kimberly Knodel, our new Regional Disability Coordinators!			
Boston and Philadelphia	Atlanta	Dallas	Chicago and San Francisco
Kristen Philbrook 301-608-3290 ext. 602 <a href="mailto:kristen.philbrook@humanitas.com">kristen.philbrook@humanitas.com</a>	Jasmin Merritt 301-608-3290 ext. 603 <a href="mailto:jasmin.merritt@humanitas.com">jasmin.merritt@humanitas.com</a>	Laura Kuhn 602-403-9998 <a href="mailto:laura.kuhn@humanitas.com">laura.kuhn@humanitas.com</a>	Kimberly Knodel 301-608-3290 ext. <a href="mailto:kimberly.knodel@humanitas.com">kimberly.knodel@humanitas.com</a>

E-mail your comments or suggestions to:  
Carol Abnathy, National Health and Wellness Manager  
[abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov)